

LS 6-0810a

12 June 1956

MEMORANDUM FOR: Special Support Assistant - Deputy
Director (Support)

SUBJECT : Travel Policy [redacted]

1. A dispatch from the Chief [redacted] dated 23 February 1956 makes certain recommendations in regard to allowances for travel and transportation expenses of [redacted] personnel. A memorandum from the Acting Chief, FE, dated 5 April 1956 concurs in these recommendations. The recommendations are as follows:

a. That [redacted] personnel submit TDY travel accountings only to [redacted] and that they receive only those allowances authorized by [redacted].

b. That [redacted] personnel traveling to and from the United States on PCS or home leave orders be allowed travel and transportation expenses in accordance with Agency regulations and where the

c. That when [redacted] personnel travel to or from Headquarters by way of an indirect route for personal convenience they be allowed the constructive cost of first-class fare by the normally traveled direct route or the actual cost incurred whichever is less.

2. There is no legal objection to the recommendation in paragraph 1a above that [redacted] personnel submit TDY travel accountings [redacted]

3. There is no legal objection to the recommendation in paragraph 1b above provided that reimbursement for fare does not exceed the actual expenditure. However, reimbursement without

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regard to the availability of the discount should be allowed only under an Agency policy determination as discussed in paragraph 4 below.

4. We have reservations in regard to the recommendation in paragraph 1c. Reimbursement on a constructive cost basis when an Agency employee uses an indirect route for his own convenience is normally governed by the Foreign Service Regulations. The applicable paragraphs are as follows:

"137.23: Constructive Cost

In case of excess costs resulting from interruptions, delays or deviations from direct routes for the personal convenience of the traveler, only the constructive cost (see FTR 1.2r) of the authorized travel shall be allowed;"

"180 FSTR, paragraph 1.2r

Constructive Cost - The expenses which would have been involved in direct transportation, without delay or interruption for personal convenience, by a usually traveled route between the points of origin and destination specified in the travel authorization, utilizing minimum first-class accommodations (or accommodations usually used, if less than first-class). . . . The constructive cost shall in no case exceed the allowable expenses actually incurred."

By definition in these regulations constructive cost is the cost that would have been incurred by the employee had he traveled on a usually traveled route. Under this definition, in computing constructive 25X1



basis of Agency regulations without regard to the availability of reduced fares.


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